

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT**

MINUTES OF SPECIAL-BUDGET WORKSHOP MEETING

Thursday, February 16, 2012 at 5:00 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Alan Baker, Dale Nelson, Richard P. Pippin, and James C. Richards
Members Absent: None
Others: Kathleen Pippin, Catherine Cabral, Carol Madore, Joanne Slater, Len Norton, Joseph Pellegrini, Claire Badstubner, and others
Press: None

I. Call to Order

First Selectwoman Denise Menard called the Special-Budget Workshop Meeting to Order at 5:02 p.m., in the East Windsor Town Hall.

II. Attendance

Denise Menard, First Selectwoman
Alan Baker, Deputy First Selectman
Dale Nelson, Selectwoman
Richard P. Pippin, Jr., Selectman
James C. Richards, Selectman

III. Budget Presentations

• **Elderly Commission (1129)**

Ms. Claire Badstubner, Chairwoman of the Elderly Commission addressed the Board. She indicated her budget consisted of the Recording Secretary fees of \$600. This represents seven meetings at \$85.00 per meeting. There is also a request for \$50.00 for postage. She indicated sending postcards to the Commission Members reminding them of the meetings was helpful and worked very well. She indicated presently the Commission has five Board Members and one vacancy. The vacancy represents a member whose term expired and he did not wish to sit on the Board any longer. The Commission welcomes the new liaison for the Board of Selectmen, Mr. Alan Baker. She informed Mr. Baker that he would be receiving one of those postcards for the next meeting.

Ms. Badstubner commented to the Board that the Commission has sponsored a few programs at the Senior Center and is currently working on the “Yellow Dot Program”.

A brief discussion was held regarding other programs the Elderly Commission is looking into.

- **Town Clerk (1030)**

Ms. Joanne Slater, Town Clerk, addressed the Board. She indicated the budget she is presenting to the Board is level funded, other than longevity payment increase pursuant to contractual obligations and funding the Over-time budget line in the amount of \$278.00. Ms. Nelson indicated to Ms. Slater that at the last Annual Meeting, she took the minutes of the meeting because her office was unable to attend same. She indicated to Ms. Slater, she would be willing to do the same to avoid paying over-time. She indicated paying over-time for taking minutes for a meeting is not a good practice. Ms. Nelson went on to say that she in her own office has had to put off vacations and business trips because of the size of the staff she has at her office. Ms. Menard suggested someone could come in later to cover evening hours. Ms. Slater indicated the working hours are set pursuant to the contract. Mr. Baker inquired why no flexibility. Ms. Slater reiterated the contract. Ms. Slater indicated she has taken comp time for meetings she has had to attend, but it is not a requirement and an employee has the right to ask for over-time.

A brief discussion was held and it was agreed that Ms. Slater and Ms. Menard would have a meeting to discuss this issue further.

Ms. Slater began speaking of the revenue side of her budget. She indicated the revenue is down from the previous year. She is unclear as to what the reason for the decline in revenue, it could be real estate based, cost of recording and conveyance taxes.

Mr. Jason Bowsza entered the meeting at 5:36 p.m.

A brief discussion was held regarding the Presidential Election.

- **Assessor/Board of Assessment Appeals (1035/1045)**

Ms. Carol Madore, Assessor, addressed the Board. Ms. Madore indicated the increases in her budget consist of travel and postage and the decreases is the part-time salary line. Ms. Menard inquired why the part-time salary line decreasing. Ms. Madore indicated the part-time employee would come in every week and now has been only coming in every other week. Mr. Bowsza inquired about the \$25,000 request as being for the ongoing revaluation. Ms. Madore indicated the request is

for payment for the software and training for the revaluation. Mr. Bowsza indicated the revaluation would be completed. Ms. Madore indicated it will be completed July 2014, fiscal year 2014, for the Grand list of October 1, 2013. Ms. Madore explained how the revaluation is performed. She also explained how her office has been aggressively following up on building permits and other permits when those projects are completed. They have been attempting to go to the houses and inspecting those projects.

A discussion was held regarding certain lines in her budget including travel, dues and subscriptions, and printing.

The other department request Ms. Madore discussed was Board of Assessment Appeals. She indicated there is an increase in the amount of \$5,400. The reason for the jump is the Recording Secretary fees and office supplies.

Ms. Jerilyn Corso entered the meeting at 5:46 p.m.

A brief discussion was held regarding a stipend for Board Members and which entity sets same.

- **Public Works/Engineering (3180/3183/3190)**

Ms. Menard introduced Mr. Len Norton, Director of Public Works, to the Board. She asked Mr. Norton was asked what responsibilities are assigned to the Public Works Department. Mr. Norton has submitted a flat budget. Mr. Norton indicated his department is responsible for maintaining the infrastructure, plow and sand/salt roads, all grounds work, grounds keeping of the fields for Park and Recreation, drainage, paving, and upkeep on the street signs. He also mentioned maintaining the fleet of trucks, sweeping roads, and cleaning the catch basins, which is mandated by the State of Connecticut. Ms. Menard asked if he could explain the Parks and Recreation duties. Mr. Norton explained that in the past a gentleman would come from Florida and work part-time over the spring/summer months to mow the fields at the Town parks, but he has since quit. College and high school students are also hired to help up-keep those fields. Mr. Norton asked how many employees are working for the Public Works Department. Mr. Norton responded, there are a total of seven full-time employees, a part-time clerical aide in the office who works 15 hours, and himself.

Mr. Norton indicated the Engineering Budget submitted is also a flat budget. Mr. Pippin inquired about the Salary Line. Ms. Menard wanted to dispel rumors that Mr. Norton was paid two different salaries from two different departments. This is untrue. There are times that a consultant is hired to assist the engineering department, for example, during the application for the Small Cities Block Grant.

A brief discussion was held regarding the over-time salary lines and the Parks and Recreation Department and the current pending transfers.

The other lines discussed were street signs, capital improvement projects/road improvements, purchased services and vehicle maintenance. Ms. Cabral indicated the increase last year of the vehicle maintenance line will be reimbursed from FEMA due to the two storms last year. She did remind everyone the wear and tear on the vehicles due to those storms last year has caused the vehicle maintenance line to increase. It was also discussed that electricity costs and tree maintenance is also anticipated to be higher and therefore budgeted to reflect same.

A brief discussion was held regarding road improvements and sand/salt consumption and/or storage.

Ms. Menard mentioned the Street Lights (3185) which has recently been placed in the Selectman's Budget. She indicated the budget requested in this department is \$150,000 decreased approximately by 0.2%. She explained how her office derived at this figure. It was mentioned how street lights are reported being burnt out and replaced.

Ms. Marie DeSousa entered the meeting at 6:44 p.m.

Ms. Menard indicated that the Human Services/Senior Services Budget will not be presented this evening and will be presented at a future budget workshop meeting held next week. She reminded everyone that the next budget workshop meeting is scheduled for Saturday, February 19, 2012 at 9:00 a.m.

VIII. Adjournment

The meeting was adjourned at 6:44 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary